

Process of Adopting an Assumed Name with the State of IL

1. Visit the IL Secretary of State's Website at <https://www.ilsos.gov/>.
2. Navigate to the *Business* tab and select *Search Businesses* as shown below:



3. Select *Search the Database* in the section titled *Search Corporation/LLC Entity Database*.
4. Select the option for *Business Name*, type in your Entity Name and press *Submit*.
5. Once the correct Entity is selected, this page will appear:

Business Entity Search

Entity Information

Entity Name	[REDACTED] INC.	Status	ACTIVE
File Number	[REDACTED]	Entity Type	CORPORATION
Entity Type	CORPORATION	Type of Corp	[REDACTED]
Incorporation Date (Domestic)	[REDACTED]	State	ILLINOIS
Duration Date	PERPETUAL	Annual Report Filing Date	[REDACTED]
Annual Report Filing Date	[REDACTED]	Annual Report Year	2024
Agent Information	[REDACTED]	Agent Change Date	[REDACTED]

Services and More Information

Choose a tab below to view services available to this business and more information about this business.

Available Services Officers **Assumed Name** Old Corp Name File History

NOTE: Entity should be in **Active** status (highlighted in green above). If any other Status besides Active appears, please contact the State of IL at (800) 252-8980 to find out more information. A license holder is required to have an Active Entity Status in order to hold an active license with the City of Bloomington.

6. Click the *Assumed Name* tab outlined in green above to check to see if an Assumed Name is already active.
 - a. If it is, no further action is required.
 - b. If the applicable Assumed Name (DBA) is not active in that section, select Available Services on the left side of the screen (outlined in blue above).
7. Click the link labeled *Adopting an Assumed Name* and use the file number (also outlined in blue above) to start the process.
8. Once the application is submitted to the State of IL, you will receive a confirmation email. Please forward the confirmation email to cityclerk@cityblm.org as proof of registration. This will fulfill the license requirement.

Please note that pricing and processes are determined by the State of IL, and their offices should be contacted with any additional questions.